

# Using Banner Attendance

## Attendance Tracking

### Faculty Connection

Resources Made Easy

#### Course Tools

Click on the [Attendance Tracking link](#) in the Faculty Connections page

[Attendance Application](#)

Use this page to enter attendance information for the students in your assigned courses.

- Only courses which require attendance are displayed
- Attendance can only be taken for the time period required for that course
- Students are notified of attendance via a dashboard and emails

Detailed information can be found in [Faculty Quicklinks/Attendance](#)

### Course List

Term	CRN	Subject	Course	Section	Title	Schedule	Time
202330	31279	BUSN-Business	688	0	Quantitative Business Analysis	S M T W T F S	18:00
202330	31343	BITS-Business Information Tech	211	0	Microcomp Appl Spreadsheet	S M T W T F S	00:00

Time	Session	Meeting Type
18:00	01	Class <a href="#">Take Roll</a>
00:00	01	Class <a href="#">Take Roll</a>

Click "Take Roll" to go to the Course Roster

**Course**  
**Quantitative Business Analysis**  
 BUSN-Business,0

Term: 202330  
 CRN: 31279  
 Course: 688

Section Dates: 07/05/2023 - 08/22/2023  
 Meeting Dates: 07/05/2023 - 08/22/2023

**Getting Started**  
 Session: 01  
 Campus: Global  
 Meeting Type: Class

**Meeting Occurrences**  
 7

**Meetings Transpired**  
 0

**Attendance Completed**  
 0

**Students**  
 Registered: 4  
 Current Students: 4  
 Auditing: 0

**Staff**  
 Primary: Amy M. Krevda  
 Other:

# Questions?

Contact [academicoperations@davenport.edu](mailto:academicoperations@davenport.edu) with questions.

# Course Roster: Navigation

## Course List

Click on Course List at the top of the page to return to your courses



Click on triangle, left hand size, to close the student details

The screenshot shows two tabs: 'Student Details' and 'Attendance'. Under 'Student Details', there is a 'Status: \*\*Registered\*\*' field, a 'Present' section with 'Hours Attended' (Hr and Min dropdowns), and an 'Absence' section with an 'Absence Notified' checkbox and an 'Extended Absence' button. A small triangle icon is visible in the top right corner of the 'Attendance' tab.

Click in the row of a student to see the Student Details

The screenshot shows the 'Student Details' for Gloria Gasgonia. It includes 'Session Details' with counts for Meetings Recorded, Absent, Present, Canceled, and Notified Absence. There is also an 'Absence Details' section. A red box highlights the 'Attendance' tab in the top right corner.

In Student Details, click on Attendance to see a summary of that student's attendance

# Course Roster: Taking Roll

The 'Update All...' button is expanded to show options: 'Update Empty Records to Present', 'Update Empty Records to Absent', 'Mark All Present', and 'Mark All Absent'. The 'Class' button is also visible.

Click Update all to modify all records or empty records

The 'Class' button dropdown menu includes options: 'Cancel this Class Meeting', 'Update CRN Last Date of Attendance', and 'Update CRN Total Hours'.

Use Class button to cancel the course or update the Last Date of Attendance

The interface shows a date navigation bar with 'Wednesday 07/05/2023', 'Thursday 07/06/2023', and 'Friday 07/07/2023'. Below the dates are three bubbles: a green bubble with a checkmark, a red bubble with a minus sign, and a blue bubble.

To take attendance for an individual student, click the bubble under the applicable date

One click = attended & green check mark

Two clicks = absent and a red bubble

# Questions?

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# Course Roster: Taking Roll

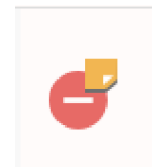
Delivery Modality	When attendance can be taken	Best Practices
Campus & Livestream	<ul style="list-style-type: none"> <li>Instructors must submit attendance by the end of each class period or immediately after</li> <li>Attendance can only be taken for that meeting day and time</li> </ul>	If a class meets from 8-10 am on Mondays and Wednesdays, attendance should be taken on Monday by 10 am and again on Wednesday by 10 am.
FLEX	<ul style="list-style-type: none"> <li>FLEX course attendance is defined as completion and submission of at least one gradable course activity by the end of the posted class meeting day and time</li> <li>Attendance is independent of how the student elects to attend each class session</li> <li>Instructors must submit attendance by the end of each class period or immediately after</li> </ul>	Creating an attendance assignment in the course will ensure that you are able to track attendance regardless of how the student chooses to attend
On-Demand	<ul style="list-style-type: none"> <li>Attendance is the completion of at least one grade able assignment a week</li> <li>Attendance for all students must be marked by 11:59 pm EST on day seven of the week</li> </ul>	<ul style="list-style-type: none"> <li><u>Present</u>: Can be recorded once a student has completed a grade able assignment for that week                             <ul style="list-style-type: none"> <li>The exact date the assignment was completed is not required, the date you are taking attendance or the last day of the week is recommended for consistency and ease of use</li> </ul> </li> <li><u>Absence</u>: Student should be marked as absent on the first day of the week attendance is being recorded                             <ul style="list-style-type: none"> <li>Last date of attendance needs to be entered in the notes box and the date will be from the week prior</li> </ul> </li> </ul>

## Excused Absences

To mark a student excused, click on the row of the student in question to open the student details

Click "Absence Notified"

You can enter an optional note which is strongly encouraged



Absences with notes show up as a red bubble with a small note icon

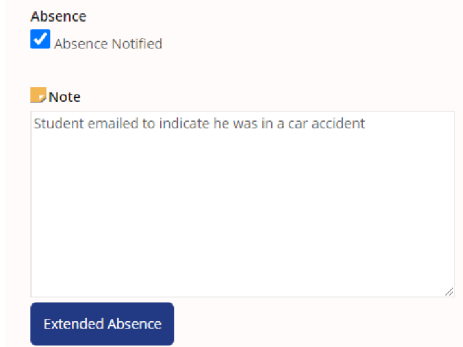
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# Clearing an Attendance Alert

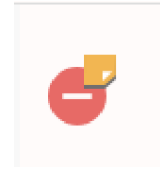
Attendance alerts can be cleared by changing the absence to excused

If you are still within the day the absence occurred you can click "Absence Notified" in student details to clear the alert



You can enter an option note which is strongly encouraged

Absences with notes show up as a red bubble with a small note icon

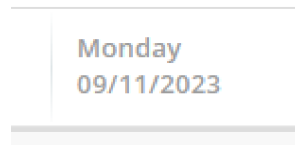


If you are past the day the absence occurred



Type or click on the calendar the day the absence occurred or click the header of the date in question

You need to click on the date/day picker or click the header for the date in



You can now click on the row of the student in question and change the absence to excused

# Student View of Attendance

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Missed	Percentage
202330	31343	BITS-Business Information Tech	211	0	Microcomp Appl Spreadsheet	S M T W T F S	00:00 AM	0	100%

Course Attendance Getting Started

Microcomp Appl Spreadsheet

Session Details:

Meetings Recorded: 3  
Meetings Present: 2  
Meetings Absent: 0  
Meetings Canceled: 0  
Meetings Notified Absence: 1

Absence Details:

Date: 07/07/2023  
Hours: 23:59  
Status: Notified Absence

Students have a similar view of attendance available via their Self Service Banner

# Questions?

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